

Homeless Veterans' Reintegration Program (HVRP)

- **Currently authorized under 38 United States Code, Section 2021, as added by Section 5 of Public Law 107-95, the Homeless Veterans Comprehensive Assistance Act of 2001.**
- **Section 2021 requires the Secretary of Labor to conduct, directly or through grant or contract, such programs as the Secretary determines appropriate to expedite the reintegration of homeless veterans into the labor force.**
- **Administered by the Office of the Assistant Secretary for Veterans' Employment and Training (OASVET).**

HVRP Objectives

- ✓ (1) To provide services to assist in reintegrating homeless veterans into meaningful employment within the labor force and;
- ✓ (2) To stimulate the development of effective service delivery systems that will address the complex problems facing homeless veterans.

HVRP

Eligible applicants

- ✓ State or Local Workforce Investment Boards
- ✓ Public Agencies
- ✓ For-profit/Commercial Entities
- ✓ Non-Profit Organizations including faith based and community based organizations.

➤ All HVRP grants are competitively awarded on an annual basis with optional year funding (1 or 2 years); based on availability of funds and satisfactory performance.

HVRP

- **All HVRP Grants are “Employment Focused”**
 - Outreach component
 - Services provided will be directed toward increasing the employability of homeless veterans through training or arranging for the provision of services which will enable them to work.
 - Matching homeless veterans with potential employers.
 - Creating, expanding, and utilizing linkages for appropriate services and training opportunities.

HVRP Grant Categories

- Urban – 75 Most Populated U.S. Cities
- Non-Urban – Sites Not Listed as 75 Most Populated U.S. Cities
- New Grantee – Grantees that have not previously had a USDOL-VETS HVRP Grant
- New Categories for FY 2004
 - **Incarcerated Veterans' Transition Program (IVTP)**
 - **Intermediaries**
- ✓ Each Category is Separately Competed.
- ✓ Currently 80 HVRP Competitive Grants.

Incarcerated Veterans Transition Program Grant Category

- **New grant category for FY 2004**
- **“Pilot” Program authorized under 38 United States Code, Section 2022, as added by Section 5 of Public Law 107-95, the Homeless Comprehensive Assistance Act of 2001.**
- **Funded under HVRRP - no separate funding authorization.**

Incarcerated Veterans Pilots

- Partnership between the Department of Labor and Department of Veterans Affairs in the development, support, and operation of at least six (6) demonstration projects designed to support incarcerated veterans at risk of homelessness.

Incarcerated Veterans Transition Program Objective

- Pilot Grantees provide direct services through a case management approach while networking with federal, state, and local resources and veteran support programs to reintegrate previously incarcerated veterans into the workforce.
- Assistance provided within 18 Months of separation from incarceration.

“Intermediaries” Grant Category

- New Grant Category For FY 2004 – 1st grants awarded on July 1st, 2004.
- Intermediaries are expected to sub-award a substantial portion of its grant award to eligible local grass roots organizations.
- Applicants and their sub-awardees coordinate efforts in order to “collectively” ensure that homeless veteran participants receive employment and supportive services thru case management process.

Grant Application

➤ There are three (3) parts to a HVRP Grant Application:

- ✓ 1. Executive Summary – 1 to 2 pages
- ✓ 2. Technical Proposal – NTE 15 pages
- ✓ 3. Cost Proposal – no stated limit

Executive Summary

- Reflects the grantees overall strategy.
- Proposed area to be served.
- Years of service to the community.
- Projects and activities that will expedite the reintegration of homeless veterans into the workforce.
- Summary of timeline, outcomes, benefits, and value added by the project.

Required Content

Technical Proposal

- ☐ Programs must be “employment focused”
- ☐ Outreach component
- ☐ Pre-enrollment Assessment
- ☐ Employment Development Plans
- ☐ Case Management
- ☐ Job Placement
- ☐ Job Retention Follow-Up (90 & 180 days)
- ☐ Coordination with DVOP/LVER Staff
- ☐ Community Linkages to programs and services

Suggested Format for Technical Proposal

- Need for the Program
- Approach or Strategy to Increase Employment and Job Retention
- Linkages (local, state, and federal)
- Proposed Supportive Service Strategy
- Organizational Capability
- Proposed Housing Strategy

HVRP Application Evaluation

Criteria for FY 2004

- Need for grant program – 10 points
- Overall Strategy to increase employment and retention in employment – 35 points
- Quality and extent of linkages with other providers of services to the homeless and veterans – 20 points
- Demonstrated capability in providing required program services, including programming reporting and participant tracking – 25 points
- Quality of overall housing strategy – 10 points

Cost Proposal Content

- ✓ Application for Federal Assistance (SF-424)
- ✓ Budget Information Sheet (SF-424A)
- ✓ Budget Narrative
- ✓ Assurances and Certification Page
- ✓ Financial Audits (within past 18 months)
- ✓ List of all Employment and Training Grants and Contracts for the past three (3) years.
- ✓ Survey on Ensuring Equal Opportunity for Applicants

SF 424

- ☐ Current SF 424 dated Sept 2003
- ☐ Forms located at website address:
www.whitehouse.gov/omb/grants/grants_forms.html
- ☐ Employer Identification Number
- ☐ DUNS Number: call 1-866-705-5711 or at website
address: www.dunandbradstreet.com
- ☐ Areas Affected by Project (block 12)
- ☐ No matching funds required
- ☐ Point of Contact Information

SF-424A

□ Object Class Categories

- Personnel
- Fringe Benefits (NTE 35% of salaries & wages)
- Travel (HVRP T/A Conference and local mileage)
- Equipment (NTE \$5,000 per unit)
- Supplies (general office supplies)
- Contractual (training, services, etc.)
- Other (participant supportive services, Stand Down Support, etc.)

SF-424A

- Administrative Costs shall consist of all direct and indirect costs associated with the supervision and management of the program. These costs shall include administrative costs, both direct and indirect, of sub-recipients and contractors.
- Administrative Costs will not exceed 20% of total grant award (See Special Provision X).

Indirect Costs

- If Indirect Costs are indicated on SF-424A, submit a copy of the signed negotiated agreement.
- Indirect costs are considered a part of administrative costs for HVRP purposes, therefore, will not exceed 20% of total grant award.
- If you do not have an Indirect Cost Rate, you may propose a rate with justification. Successful applicants will be required to negotiate a rate within 90 days of grant award.
- Contact your DOL Regional Office of Cost Determination.

New Requirement for FY 2004

- All HVRP Grantees are to perform a preliminary assessment of each participant's eligibility for Department of Veterans Affairs (DVA) service-connected disability, compensation, and/or pension benefits.
- Grantees are to work with Veteran Service Organizations or refer participants to DVA in order to file a claim for compensation.
- Grantees are to track progress of claims and report outcomes in case management records.

Participant Training

- ✓ At least 80% of the enrolled participants must participate in training activities – not new.
- Training Activities Include: basic skills, remedial education, life skills and money management, on-the-job training, classroom training, vocational training, specialized and/or licensing training, and other formal training programs as deemed appropriate to benefit the participant.

Performance Goals

- All information on the Performance Goals Chart is to be **cumulative**, including the financial info.
- For example, 25 placements for each quarter =
 25 1st Qtr
 50 2nd Qtr
 75 3rd Qtr
 100 4th Qtr

Performance Goals

- ❑ **Make Performance Goals Realistic.** Planned goals will become part of the grant award agreement.
- ❑ Direct Placements + Assisted Placements = Combined Placements.
- ❑ Too many enrollments will dilute your placement rate if they don't get a job.
- ✓ For example: 300 enrollments but only 100 were placed into employment = a 33% placement rate.

Helpful Hints

- ✓ Read and Follow the Instructions in the Solicitation for Grant Applications!
- ✓ Take note of the funding maximums.
- ✓ You can apply for more than one grant category, if you meet the eligibility requirements.
- ✓ Submit Formal MOUs and other Agreements
- ✓ Don't forget to indicate start-up timeframe.
- ✓ Don't forget to mention emergency, transitional, and permanent housing strategy & formal MOUs.
- ✓ How are participants surviving while in training?

Helpful Hints –Con't

- ✓ Don't forget your DVOP and LVER linkages to the One Stop System (DOL VETS Funded).
- ✓ Don't forget to submit financial audits.
- ✓ Don't forget to submit final performance reports – grant reviewers do not have access to previously submitted reports – just the application itself.
- ✓ Can provide small tokens to participants in order to reward them and get your follow-up information (bus tokens, laundry tokens, gift certificates for food or dinner, etc.) but not cash.

Stand Down Events

- A Stand Down is a local event held usually for three (3) days, where a variety of services and referrals for services are provided to homeless veterans – mostly all volunteer effort.
- Services include shelter, meals, clothing, employment services and health screenings.
- These events are often the “catalyst” that enables homeless veterans to get back into mainstream society.

Stand Down Events – Con't

- ✓ HVRP Grantees are expected to attend and participate at all local Stand Down events.
- ✓ VETS allows HVRP Grantees up to \$5,000 per year of their existing grant budget to support Stand Down efforts. (Put it in the budget under “Other”.)
- ✓ VETS also awards up to \$5,000 upon request in support of Stand Down efforts, if funding is available.

Stand Down Grant Application

- Grantee Cover Letter Requesting Funds
 - SF 424
 - SF 424A
 - Budget Narrative
 - Letters of Support (especially DVOP/LVER, DVA, HUD, and Veterans Service Organizations)
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- Send to State Director for VETS for consideration.
 - VETS State Director makes recommendation and forwards thru Regional Office and then on to National Office HVRP Lead.

Stand Down Grant Awards

- Limit of \$5,000 (may increase in future)
- Funding must be used to enhance employment and training opportunities -or- to promote self-sustainment for homeless veterans.
- Examples: food items, prepared meals, bottled water, clothing (including shoes, boots, underwear, socks, coats) sleeping bags, hygiene care kits, facility and tent rentals, transportation to and from Stand Down event, event posters, etc.

PY 2003

HVRP PERFORMANCE

Performance Period 7/1/03 thru 6/30/04:

- 13,060 Enrollments
 - 8,191 Entered Employments
 - 63% Entered Employment Rate
 - \$2,200 Average Cost Per Placement
 - \$9.43 Average Hourly Rate at Placement
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- ✓ HVRP is the “Shining Star” of DOL Homeless Programs – HVRP Grantees are the Best!

Follow-Up Activities

1. Grantees are required to track and provide follow-up services for each participant that has entered employment at 90 and 180 days after placement.
2. Grantees are required to submit a final report showing results and performance as of the 90th day after the grant expiration – Any more placements?
3. Grantees are required to submit a follow-up report showing results and performance as of the 180th day after the grant expires – Where are they now?

Follow-Up Activities

- ✓ Grantees must plan for follow-up activities in their budget proposal.
- ✓ Grantees should mention their participant and financial tracking mechanisms in their technical narrative proposal.

More Information

➤ For more information go to our website at:

www.dol.gov/vets

Click on:

- Grants and Contracts -or-
- Homeless Veterans

✓ See VETS' Guide to Competitive and Discretionary Grants